

## **2010-2011 WINTER MORATORIUM BOARD GUIDELINES**

The moratorium board will only allow true hardship requests to excavate in the city during the winter moratorium.

As stated before, any new permit requests after November 15<sup>th</sup> must be presented to the **Winter Moratorium Board** which meets every Wednesday for utility companies beginning December 1<sup>st</sup> at 9:30am, and every Thursday for private contractors beginning December 2<sup>nd</sup> in room 714 at Boston City Hall. The request must include a **hardship letter** explaining, in detail, the scope of the work; the approximate time to complete the work; and legitimate reasons as to why the work cannot wait until the end of the Moratorium period.

**NOTE: In recognition of Thanksgiving, the Moratorium Board will convene on Monday November 22<sup>nd</sup> for utility companies, and on Tuesday, November 23<sup>rd</sup> for private contractors at 9:30am, room 714 City Hall, prior to the holiday.**

The Board will **not accept** permit requests if it is determined that the work was regularly scheduled maintenance, and/or service request work, but was **delayed or not performed** by the Permittee for **insufficient reasons** during its normal construction season, April 15<sup>th</sup> through November 15<sup>th</sup>.

Emergencies activated by your company **must be for emergency purposes only**, and must fully comply with the Public Works Rules and Specifications for Excavation Activity Within the City of Boston.

For any emergency work determined by the CIU/BPWD to be for normal work purposes and **not a true emergency**, the BPWD will suspend all of that Permittee's active work, no new permits shall be issued, and the Permittee will be required to meet with the Chief of Public Works and Transportation, and a representative of the Mayor's office to discuss this abuse.

### ***Plate Installation Protocol:***

1. On any plate(s) installed in the City of Boston the Permittee must fill out the supplied Plate Notification form and fax the form to the Highway Department Snow office and CIU office. Faxes must be sent immediately, no matter what time of day, after the location has been determined to require plates.
2. All steel plates to be installed must have the Permittee's name and 24 hour contact number on both sides of the plate. **Initials will not be allowed to identify plates.** The **full name** of your company, or the contractor working for you, must be clearly displayed on each and every plate.

In the **past** there have been many **occurrences** where city personnel (Police/Fire/BPWD) have responded to plating problems and have **not been able to identify the owners**. Having the company and their emergency contact phone number on every steel plate would allow those responding to rectify public safety issues immediately.

**Rental plates must also have the full name and emergency phone number of the party that is responsible for the safety of the plate.** This is solely your responsibility, and an immediate solution should be devised without input from the BPWD

3. All steel plates installed must have **a minimum of 18"** overlap of the excavation. Depending on the sidewall conditions the plates may need to be extended beyond the 18" to ensure public safety.
4. All steel plates **MUST BE RECESSED** to street grade. Exceptions must be approved by the Public Works Department.

The City acknowledges that recessing a plate is difficult and requires skilled workmanship and a high level of effort to be done properly.

A poorly recessed plate will sit below grade resulting in the plate banging, lifting up and down creating a tremendous hazard as traffic travels over the plates(s).

**Poorly recessed plates are completely unacceptable.** A Permittee who displays poor practices when securing plates **will forfeit the privilege** of using plates within the City during the winter moratorium. If a Permittee forfeits their privilege to plate due to poor construction practices all locations are required to be backfilled and paved everyday during construction activity, or otherwise the Permittee must terminate all activity on the site.

After consulting various utility companies and contractors, the best method to ensure a recessed plate stays to grade is to make the recessing excavation deeper than the actual depth of the plate. A **leveling course** of hot mix asphalt is installed to bring the plate back up to grade.

**Note:** Cold patch will only be allowed when asphalt plants are closed, but must be replaced with hot mix asphalt immediately when the plant reopens.

The City was satisfied with the results of recessing plates last winter using this method, and feels this is the best process when securing plates. This method will be **mandatory** on all recessed plates.

There may be locations where road conditions such as the contour of the roadway, manhole castings, gate boxes etc., **will not allow plates to be recessed**. In these situations the plate must be ramped with (2') two-feet of hot mix asphalt or modified cold patch in the travel direction and a (1') one-foot ramp in the non-traveled direction. All modified cold patch shall be blotted with stones to prevent tracking. If the Permittee can not secure the plate by ramping properly they will forfeit the privilege to use plates within the City during the moratorium. These locations will be required to backfill and pave everyday during construction activity, or terminate all activity on the site.

Major projects where the plates are moving forward daily with the trench excavation, and the City is guaranteed that the plates will only be at that location for **one day**, may be permitted to ramp their plates with (2') two-feet of hot mix asphalt or modified cold patch in the travel direction and a (1') one-foot ramp in the non-traveled direction with approval by the Public Works Department.

## ***Backfilling:***

1. ***The BPWD considers backfilling the most important event during street opening construction.***
2. The Permittee is required to supply new processed gravel, or recycled gravel that has been certified by the CIU.
3. All lifts must be compacted in **(8") eight-inch loose layers to 95%** of maximum dry **density** unless otherwise approved by the BPWD.
4. Equipment that allows backfilling over the 8" lift requirement must be certified and approved by the CIU.
5. The source of gravel used for backfill must be protected from freezing using acceptable standard industry practices.
6. **Cold weather and poor excavation conditions are no excuse for disregarding the Rules and Specifications regarding backfilling!!**

## ***Paving:***

1. All excavations prepared for paving shall be **rectangular**, unless otherwise agreed to by the BPWD. All irregular shaped cuts or damaged pavement shall be repaired at the expense of the Permittee.
2. The Permittee is required to supply (3") three inches of hot-mix asphalt in **(2) two even, compacted lifts.**
3. Cold patch will only be allowed when asphalt plants are closed, but must be **replaced** with hot mix asphalt immediately when the plant reopens.
4. **All paving shall be uniform, smooth and level to the adjacent surface.**
5. Any paving excavation found to be **unacceptable** must be repaired using the CIU bad patch protocol at the Permittee's expense, and may result in the suspension of any new permit applications as determined by the Winter Moratorium board.

## ***Snow Obligations:***

**All Permittees will be required to provide snow plowing and snow removal of their entire work zone(s) during the Moratorium period.**

Forecasts for snow will require your company to immediately secure your job site by backfilling and paving your work zone.

If, for some unforeseen reason, your company is incapable of backfilling and temporarily paving the excavated location, your company must contact the Public Works Department by emailing Mark Cardarelli ([mark.cardarelli@cityofboston.gov](mailto:mark.cardarelli@cityofboston.gov)) with a detailed explanation as to the reasons the plates must remain.

No Permittee will be allowed to continue construction on their work site(s) after a citywide snow alert shutdown until authorization has been granted by both the PWD and BTB. Authorization will be issued through email via Mark Cardarelli.

## **Please Remember**

Winter's inclement weather can negatively affect the workmanship and materials used, and may result in poor City street infrastructure. Also, plated locations may constitute a safety hazard to city plowing efforts. Please realize that allowing Permittee's to work during the Winter Moratorium period is a privilege and should not be abused.

**THERE WILL BE NO COMPROMISE REGARDING PUBLIC SAFETY!**

**It is the responsibility of each Permittee to be fully aware of the Rules and Specifications for Excavation Activity Within the City of Boston, and failure to fully comply with Rules and Specification could result in permit suspension and a permanent moratorium on all new permits issued to your company.**

### **Mark Cardarelli**

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